

# Retention and Classification Report

**Agency:** Sandy (Utah). City Attorney (3053)

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Sandy, UT 84070  
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## **Records Officer**

18716 Attorney's office records

**AGENCY:** Sandy (Utah). City Attorney

**SERIES:** 18716

3

**TITLE:** Attorney's office records

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 5.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(16)(8)(9)(17)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(a)(f)) UCA 63G-2-302(2)(d)  
Controlled. UCA 63G-2-304  
Exempt. UCA 63G-2-103(18)(b)(vii)